<div align="center">

**Minutes**
**Information Technology Joint Steering Group (ITJSG)**

</div>

**April 1, 1999 Meeting:**

**Attendees:**

| | |
|---|---|
| Mr. Michael Williams | Chairperson |
| Mr. Kevin Koch | Executive Secretary |

**ITJSG Members**

| | |
|---|---|
| Lt. Col. Paul Yandik | DCMC-CCJ |
| Colonel Cantrell, USA | Commander, DCMC Philadelphia |
| Colonel Thomas Sutliff | Commander, DCMC Twin Cities |
| LCDR Dennis Sacha, USN | DCMC-PA |
| Mr. Jeff Webb | DCMC-AC |
| Ms. Rowe Campbell | DCMC-BA |
| Mr. Thomas Campana | DCMDI |

**Attendees**

| | |
|---|---|
| Ms. Patty Tellez | DCMC-OE |
| Mr. Paul Farley | DCMC-OE |
| Mr William Gibson | DCMC OC |

**Matters Discussed:**

***WINSIGHT 5.0 Testing:***  WINSIGHT 5.0 is commercial-off-the-shelf (COTS) software used by DCMC field offices over the past 3 years as a program assessment tool.  Mr. Gibson asked that we test the upgraded version (5.0) in DCMC Phoenix prior to fielding the upgrade across the command.  Cost was not an issue.

**Decision:**
- Approved

***Web Based SDW Queries of Canceling Funds:***  DCMC-OE requested $20,000 to develop a web-based query tool that will capture and consolidate canceling funds information on a regular basis for tracking and reporting.  Doing so will lower the burden on Districts and HQ personnel for consolidating monthly reports.

**Decision:**
- Approved

***District Request for Authorized FASST Team Overtime:*** The Business Process Team asked the ITJSG to review a District West request for FASST overtime for EDW training. The stated rationale for the request was that the FASST needs to be in the classroom daily, before and after class hours, to help the training contractor set up and shutdown computers.

**Decision:**
- Disapproved
  – The ITJSG believes the FASST should schedule its efforts to coincide with normal working hours and request local support for any early morning or late afternoon assistance that's needed by the contractor.

***Foreign Military Sales Order Processing for Contract Administration Services (FOCAS):*** Joan Donahue presented a request as the project officer to obtain $20,000 to finish development and testing of fixes to FOCAS. FOCAS is a single site system used in DCMC New York to track FMS reimburesables.

**Decision:**
- Approved. System is mission essential for FMS.

*Minutes Confirmed:*

MICHAEL R. WILLIAMS
Chairperson, Information Technology Joint Steering Group